Purpose

Task: Train users on electronic evaluations and the Army's Forms Content Management Program (FCMP).

Conditions: The AKO "My Forms" portal is available to all AKO Users

Standards: That you -

- Can create and finalize, completely within FCMP, an OER & NCOER from its support form to its submission to HQDA.
- Can create and finalize, in a combination of FCMP and paper formats, an OER & NCOER from its support form to submission to HQDA.
- Understand what is coming and its impact on evaluations.
- Know AKO "My Forms" capabilities – for other business processes.
- Know what changes should be / can be made to unit SOPs to accommodate these new capabilities.
- Know where to go for answers to questions.

Terms of Reference

- S1/ HRM – Personnel office / Human Resources Management Office.

This training package is written primarily for people working these functions.

- Regulation: This training package refers to a new evaluations regulation and pamphlet.
  - AR 623-3: a consolidation of ARs 623-105 (OER), 623-205 (NCOER), and 623-1 (AER)
  - DA PAM 623-3; a consolidation of the DA pamphlets.

Commonly used abbreviations:

- FCMP: Forms Content Management Program
- PSDR: Personnel Services Delivery Redesign
- PSB: Personnel Services Battalion
- SR: Senior Rater
- Cmd/Cdr: Command/Commander

Bottom Line Impacts

- **Mirrored in every subsequent form, in some form or fashion.**
- **Electronic evaluations (OER, NCOER, & AER):**
  - Provide electronic signature for dispersed locations
  - Support Soldiers in all three components (RA, USAR, & ARNG)
  - Transform methods of getting and moving information
  - Improve content & make the process easier
    - Improves what users have today (and provide more)
    - Eliminates Personnel Service Battalions eval processing (supports Transformation/PSDR)
    - Improves reliability of submission timeliness
  - Reduce, or eliminate, overnight mailing costs
  - Works to eliminate interim & legacy systems currently used
  - Make counseling administratively worth the time

What: Forms Content Management Program (FCMP):

Re-engineer the Army forms program and build an enterprise infrastructure; develop applications which focus on form data instead of format.

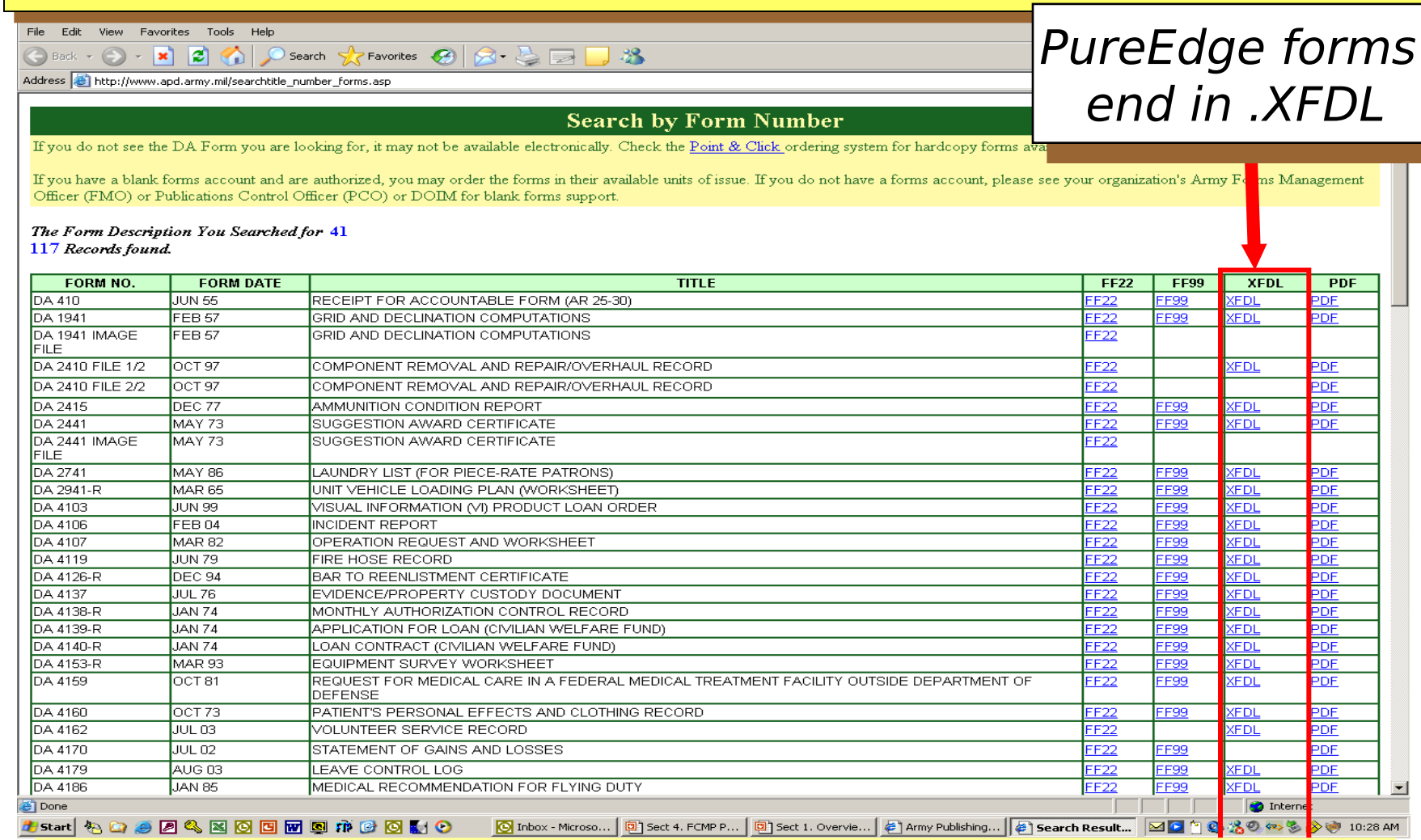
- What: Total system solution on Army Knowledge Online providing:
  - Electronic forms (using PureEdge vice FormFlow)
  - Electronic signatures (using ApproveIt) (over 140 forms can be signed electronically)
  - Workflow
  - Reporting capabilities
- Why: Empower Army users at all levels (units & individuals)
  - Enable e-business processes
  - Eliminate stovepipes
  - Reduce development and sustaining costs

Software is no cost to user; download to work & home computers.

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 4 Apr 08

All DA Forms on APD website www.apd.army.mil

PureEdge forms end in .XFDL



File Edit View Favorites Tools Help

Address http://www.apd.army.mil/searchtitle_number_forms.asp

Search by Form Number

If you do not see the DA Form you are looking for, it may not be available electronically. Check the Point & Click ordering system for hardcopy forms ava

If you have a blank forms account and are authorized, you may order the forms in their available units of issue. If you do not have a forms account, please see your organization's Army Forms Management Officer (FMO) or Publications Control Officer (PCO) or DOIM for blank forms support.

The Form Description You Searched for 41
117 ***Records found.***

FORM NO.	FORM DATE	TITLE	FF22	FF99	XFDL	PDF
DA 410	JUN 55	RECEIPT FOR ACCOUNTABLE FORM (AR 25-30)	FF22	FF99	XFDL	PDF
DA 1941	FEB 57	GRID AND DECLINATION COMPUTATIONS	FF22	FF99	XFDL	PDF
DA 1941 IMAGE FILE	FEB 57	GRID AND DECLINATION COMPUTATIONS	FF22			
DA 2410 FILE 1/2	OCT 97	COMPONENT REMOVAL AND REPAIR/OVERHAUL RECORD	FF22		XFDL	PDF
DA 2410 FILE 2/2	OCT 97	COMPONENT REMOVAL AND REPAIR/OVERHAUL RECORD	FF22			PDF
DA 2415	DEC 77	AMMUNITION CONDITION REPORT	FF22	FF99	XFDL	PDF
DA 2441	MAY 73	SUGGESTION AWARD CERTIFICATE	FF22	FF99	XFDL	PDF
DA 2441 IMAGE FILE	MAY 73	SUGGESTION AWARD CERTIFICATE	FF22			
DA 2741	MAY 86	LAUNDRY LIST (FOR PIECE-RATE PATRONS)	FF22	FF99	XFDL	PDF
DA 2941-R	MAR 65	UNIT VEHICLE LOADING PLAN (WORKSHEET)	FF22	FF99	XFDL	PDF
DA 4103	JUN 99	VISUAL INFORMATION (VI) PRODUCT LOAN ORDER	FF22	FF99	XFDL	PDF
DA 4106	FEB 04	INCIDENT REPORT	FF22	FF99	XFDL	PDF
DA 4107	MAR 82	OPERATION REQUEST AND WORKSHEET	FF22	FF99	XFDL	PDF
DA 4119	JUN 79	FIRE HOSE RECORD	FF22	FF99	XFDL	PDF
DA 4126-R	DEC 94	BAR TO REENLISTMENT CERTIFICATE	FF22	FF99	XFDL	PDF
DA 4137	JUL 76	EVIDENCE/PROPERTY CUSTODY DOCUMENT	FF22	FF99	XFDL	PDF
DA 4138-R	JAN 74	MONTHLY AUTHORIZATION CONTROL RECORD	FF22	FF99	XFDL	PDF
DA 4139-R	JAN 74	APPLICATION FOR LOAN (CIVILIAN WELFARE FUND)	FF22	FF99	XFDL	PDF
DA 4140-R	JAN 74	LOAN CONTRACT (CIVILIAN WELFARE FUND)	FF22	FF99	XFDL	PDF
DA 4153-R	MAR 93	EQUIPMENT SURVEY WORKSHEET	FF22	FF99	XFDL	PDF
DA 4159	OCT 81	REQUEST FOR MEDICAL CARE IN A FEDERAL MEDICAL TREATMENT FACILITY OUTSIDE DEPARTMENT OF DEFENSE	FF22	FF99	XFDL	PDF
DA 4160	OCT 73	PATIENT'S PERSONAL EFFECTS AND CLOTHING RECORD	FF22	FF99	XFDL	PDF
DA 4162	JUL 03	VOLUNTEER SERVICE RECORD	FF22		XFDL	PDF
DA 4170	JUL 02	STATEMENT OF GAINS AND LOSSES	FF22	FF99		PDF
DA 4179	AUG 03	LEAVE CONTROL LOG	FF22	FF99	XFDL	PDF
DA 4186	JAN 85	MEDICAL RECOMMENDATION FOR FLYING DUTY	FF22	FF99	XFDL	PDF

Done

Start Inbox - Microso... Sect 4. FCMP P... Sect 1. Overvie... Army Publishing... Search Result... 10:28 AM

Software is no cost to user; download to work & home computers.

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 4 Apr 08

What's Needed

(See MILPER Msg 06-047)

(Download software from Army Small Computer Program website)

To support certification of digital signatures:

- CAC and readers
- CAC middleware software (ActivCard Gold and NetSign)
- OCSP middleware software

Individual user specific: AKO logon/password, CAC password.

To support, open, and use revised forms in FCMP system:

- PureEdge Viewer (latest version)
- Silanis ApproveIt Desktop (ADT) (latest version)

Minimum hardware/software requirements:

- Operating system: Windows 2000/XP
- Processor: 500Mhz, RAM: 512Mb, Disk space: 40Mb,
- Display resolution: 800 x 600 (1024 x 768 recommended) in 16-bit color
- Web Browser: Internet Explorer 5.5 sp2 or greater (on Win2000) or IE 6.0 or greater (on WinXP)

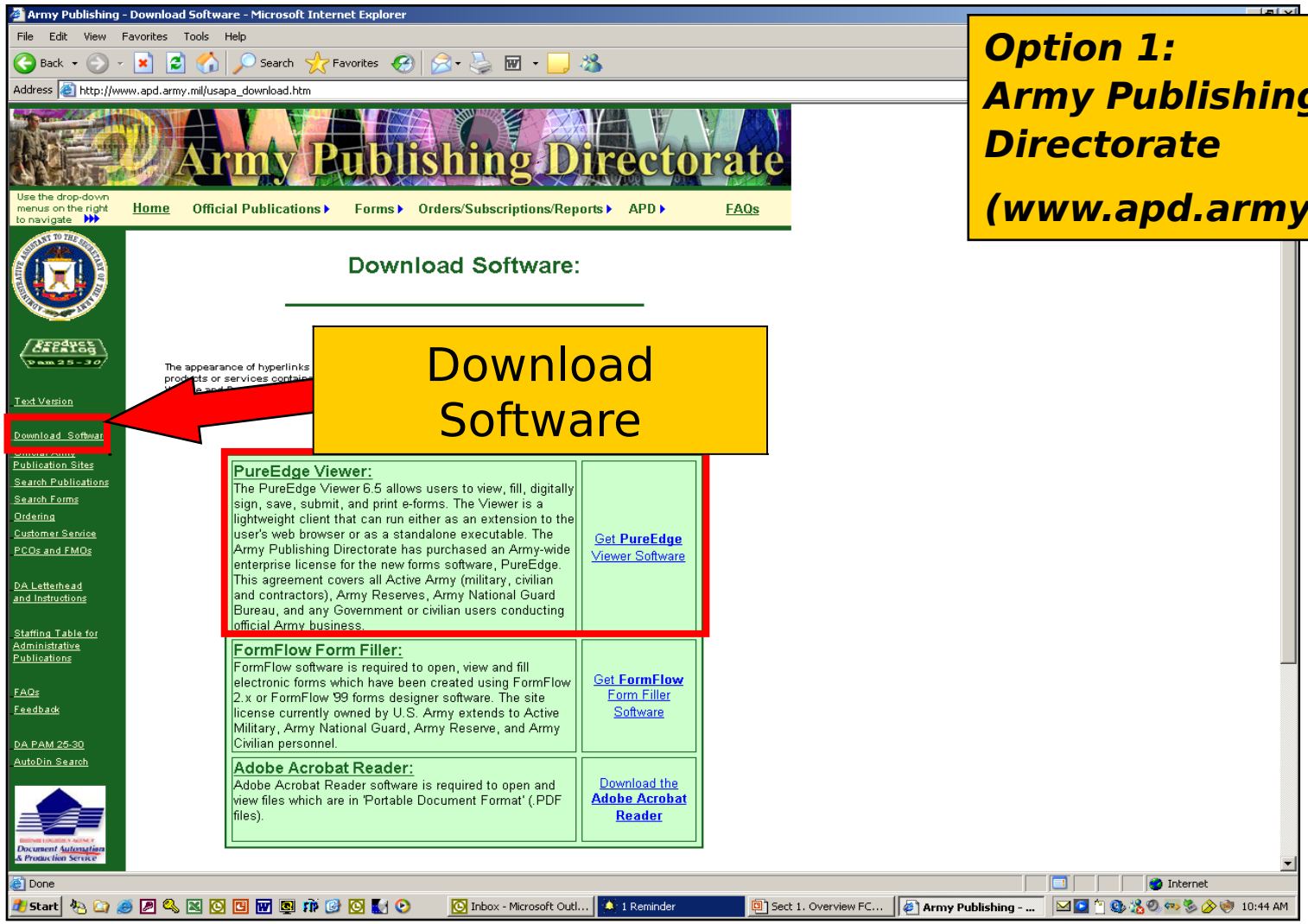
To support eval processing: AR 623-3 and DA PAM 623-3
Revised forms dated Mar 06 (left side of form)
Version #s change with each improvement (right side)

Software is no cost to user; download to work & home computers.

POC: ESO, tapcmse@conus.army.mil, (703) 325-9000 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESD(formerly_MSD)/msdweb.h

As of: 4 Apr 08

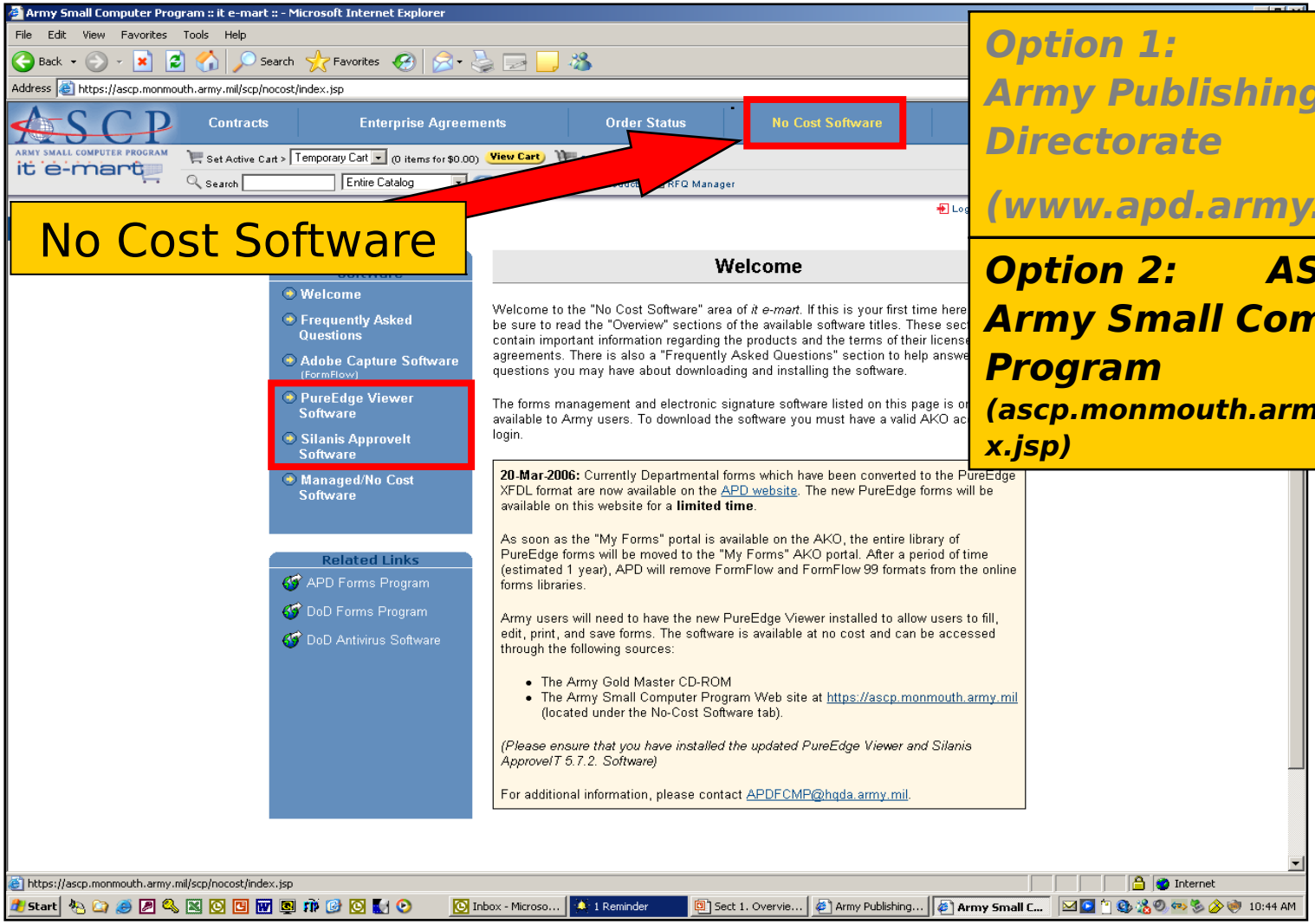
Obtaining Software
(See MILPER Msg 06-047 for details)


Army Publishing - Download Software - Microsoft Internet Explorer
Address http://www.apd.army.mil/usapa_download.htm
Army Publishing Directorate
Use the drop-down menus on the right to navigate
Home
Official Publications
Forms
Orders/Subscriptions/Reports
APD
FAQs
Download Software:
Download Software
Text Version
Publication Sites
Search Publications
Search Forms
Ordering
Customer Service
PCOs and FMOs
DA Letterhead and Instructions
Staffing Table for Administrative Publications
FAQs
Feedback
DA PAM 25-30
AutoDin Search
PureEdge Viewer:
The PureEdge Viewer 6.5 allows users to view, fill, digitally sign, save, submit, and print e-forms. The Viewer is a lightweight client that can run either as an extension to the user's web browser or as a standalone executable. The Army Publishing Directorate has purchased an Army-wide enterprise license for the new forms software, PureEdge. This agreement covers all Active Army (military, civilian and contractors), Army Reserves, Army National Guard Bureau, and any Government or civilian users conducting official Army business.
Get PureEdge Viewer Software
FormFlow Form Filler:
FormFlow software is required to open, view and fill electronic forms which have been created using FormFlow 2.x or FormFlow '99 forms designer software. The site license currently owned by U.S. Army extends to Active Military, Army National Guard, Army Reserve, and Army Civilian personnel.
Get FormFlow Form Filler Software
Adobe Acrobat Reader:
Adobe Acrobat Reader software is required to open and view files which are in 'Portable Document Format' (.PDF files).
Download the Adobe Acrobat Reader
Done
Internet
Start
10:44 AM

Option 1:
Army Publishing Directorate

(www.apd.army.mil)

Obtaining Software
(See MILPER Msg 06-047 for details)


Army Small Computer Program :: it e-mart :: - Microsoft Internet Explorer
Contracts
Enterprise Agreements
Order Status
No Cost Software
No Cost Software
Welcome
Welcome
Frequently Asked Questions
Adobe Capture Software (FormFlow)
PureEdge Viewer Software
Silanis ApproveIt Software
Managed/No Cost Software
Related Links
APD Forms Program
DoD Forms Program
DoD Antivirus Software
20-Mar-2006: Currently Departmental forms which have been converted to the PureEdge XFDL format are now available on the APD website. The new PureEdge forms will be available on this website for a limited time.
As soon as the "My Forms" portal is available on the AKO, the entire library of PureEdge forms will be moved to the "My Forms" AKO portal. After a period of time (estimated 1 year), APD will remove FormFlow and FormFlow 99 formats from the online forms libraries.
Army users will need to have the new PureEdge Viewer installed to allow users to fill, edit, print, and save forms. The software is available at no cost and can be accessed through the following sources:
The Army Gold Master CD-ROM
The Army Small Computer Program Web site at https://ascp.monmouth.army.mil (located under the No-Cost Software tab).
(Please ensure that you have installed the updated PureEdge Viewer and Silanis ApproveIT 5.7.2. Software)
For additional information, please contact APDFCMP@hqda.army.mil.

Option 1: Army Publishing Directorate (www.apd.army.mil)

Option 2: ASCP Army Small Computer Program (ascp.monmouth.army.mil/scp/index.jsp)

Obtaining Software

(See MILPER Msg 06-047 for details)

Links to ASCP (Option 2) to Download Software

Option 1: Army Publishing Directorate (www.apd.army.mil)

Option 2: ASCP Army Small Computer Program (ascp.monmouth.army.mil/scp/index.jsp)

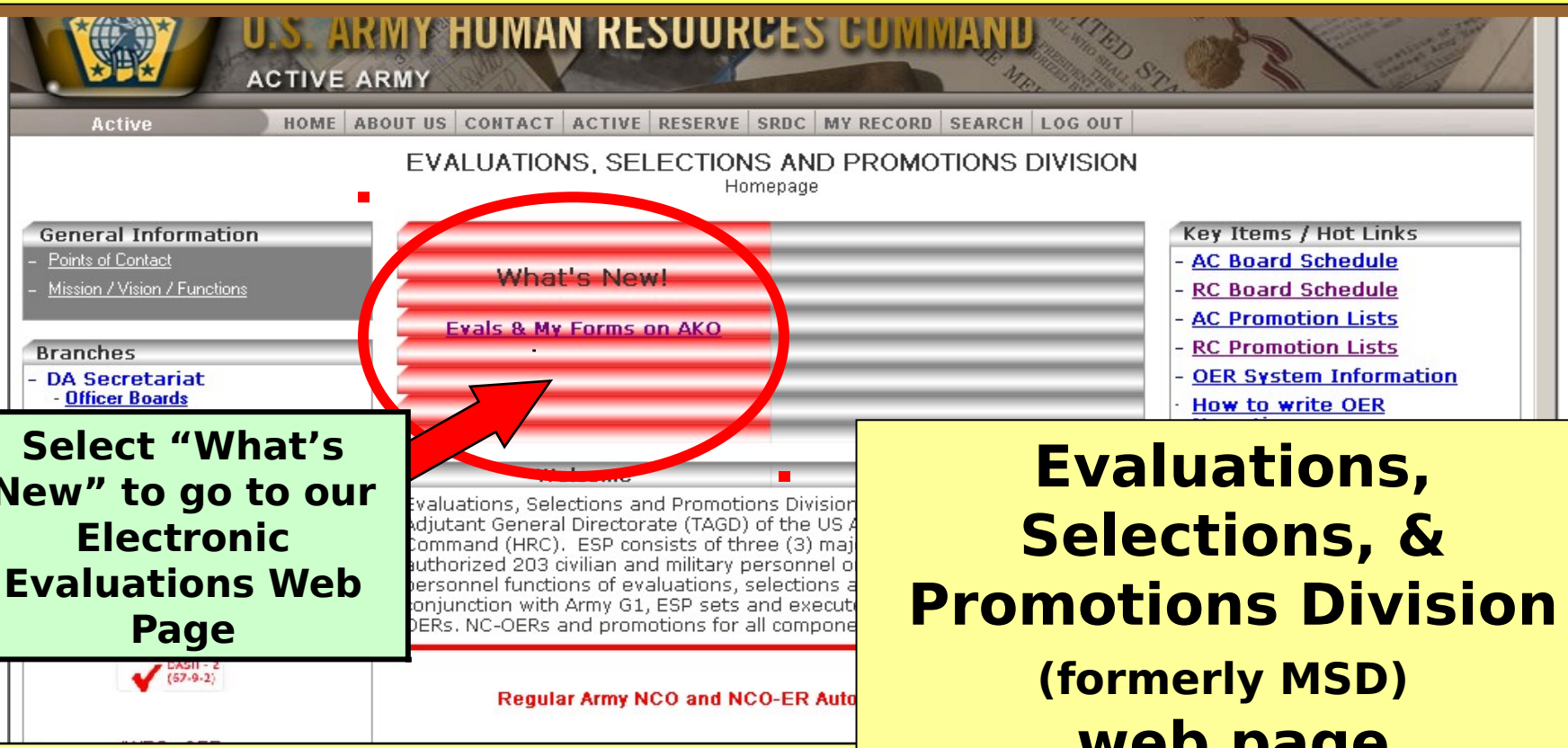
Option 3: AKO My Forms Portal (Scroll down to access download links)

Option 4: Army Golden Master (AGM)

DOIM's have it on CD-ROM or can access NETCOM/G6 website to download

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.arm
As of: 4 Apr 08

Answers & Training Located:

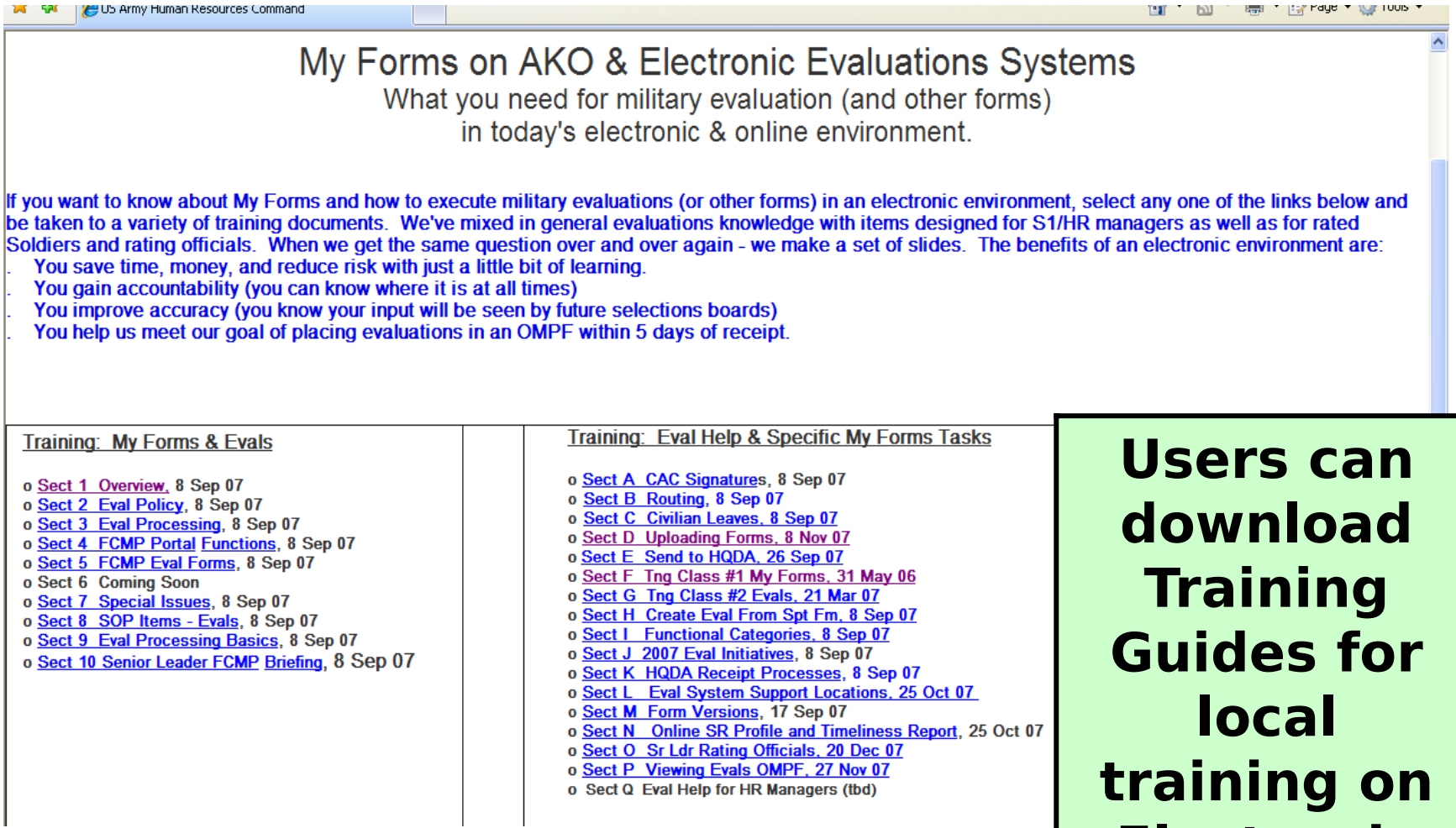

U.S. ARMY HUMAN RESOURCES COMMAND
ACTIVE ARMY
Active
HOME | ABOUT US | CONTACT | ACTIVE | RESERVE | SRDC | MY RECORD | SEARCH | LOG OUT
EVALUATIONS, SELECTIONS AND PROMOTIONS DIVISION
Homepage
General Information
- Points of Contact
- Mission / Vision / Functions
Branches
- DA Secretariat
- Officer Boards
What's New!
Evals & My Forms on AKO
Key Items / Hot Links
- AC Board Schedule
- RC Board Schedule
- AC Promotion Lists
- RC Promotion Lists
- OER System Information
How to write OER
Regular Army NCO and NCO-ER Auto

Select "What's New" to go to our Electronic Evaluations Web Page

Evaluations, Selections, & Promotions Division (formerly MSD) web page

To get here, go to HRC On-Line:
https://www.hrc.army.mil
Select "HRC-Alexandria" then "The Adjutant General" then "Management Support

Information is located here...



US Army Human Resources Command

My Forms on AKO & Electronic Evaluations Systems

What you need for military evaluation (and other forms)
in today's electronic & online environment.

If you want to know about My Forms and how to execute military evaluations (or other forms) in an electronic environment, select any one of the links below and be taken to a variety of training documents. We've mixed in general evaluations knowledge with items designed for S1/HR managers as well as for rated Soldiers and rating officials. When we get the same question over and over again - we make a set of slides. The benefits of an electronic environment are:

- You save time, money, and reduce risk with just a little bit of learning.
- You gain accountability (you can know where it is at all times)
- You improve accuracy (you know your input will be seen by future selections boards)
- You help us meet our goal of placing evaluations in an OMPF within 5 days of receipt.

Training: My Forms & Evals

- Sect 1 Overview, 8 Sep 07
- Sect 2 Eval Policy, 8 Sep 07
- Sect 3 Eval Processing, 8 Sep 07
- Sect 4 FCMP Portal Functions, 8 Sep 07
- Sect 5 FCMP Eval Forms, 8 Sep 07
- Sect 6 Coming Soon
- Sect 7 Special Issues, 8 Sep 07
- Sect 8 SOP Items - Evals, 8 Sep 07
- Sect 9 Eval Processing Basics, 8 Sep 07
- Sect 10 Senior Leader FCMP Briefing, 8 Sep 07

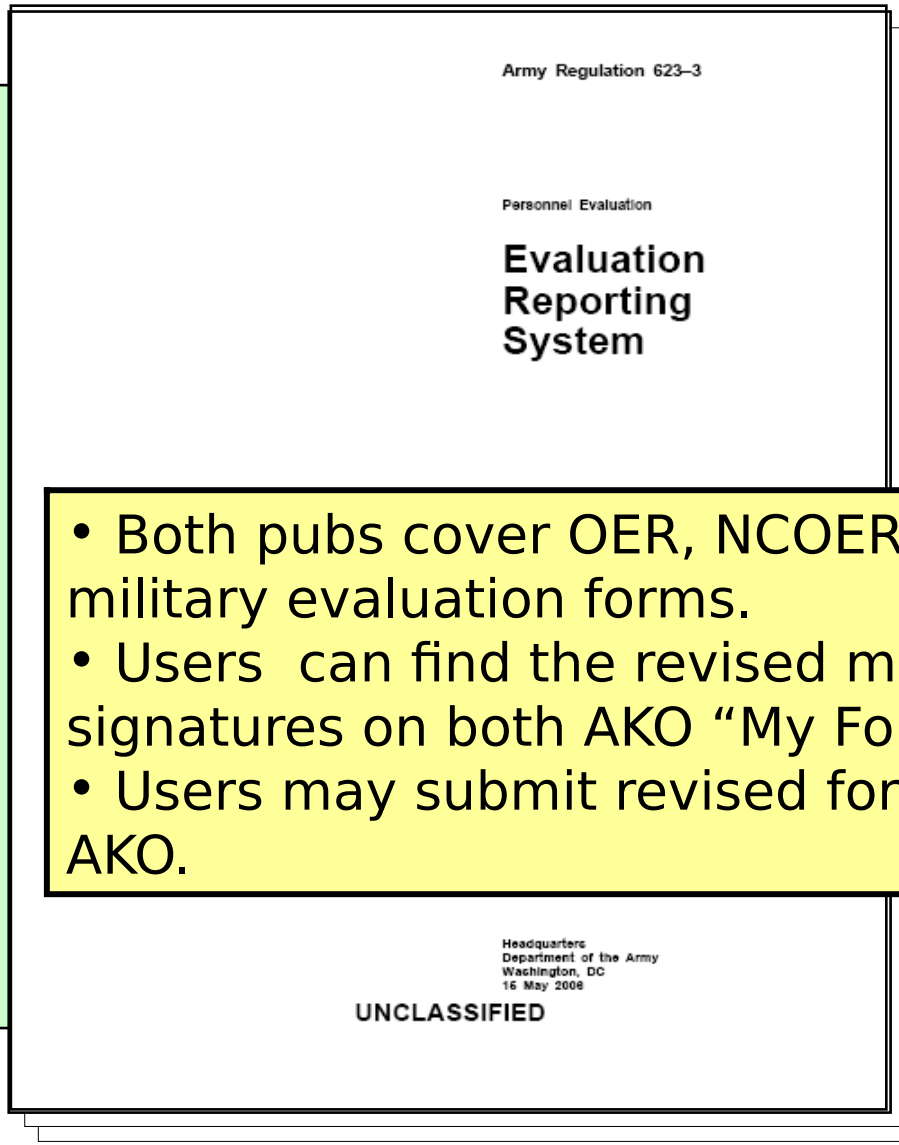
Training: Eval Help & Specific My Forms Tasks

- Sect A CAC Signatures, 8 Sep 07
- Sect B Routing, 8 Sep 07
- Sect C Civilian Leaves, 8 Sep 07
- Sect D Uploading Forms, 8 Nov 07
- Sect E Send to HQDA, 26 Sep 07
- Sect F Tng Class #1 My Forms, 31 May 06
- Sect G Tng Class #2 Evals, 21 Mar 07
- Sect H Create Eval From Spt Fm, 8 Sep 07
- Sect I Functional Categories, 8 Sep 07
- Sect J 2007 Eval Initiatives, 8 Sep 07
- Sect K HQDA Receipt Processes, 8 Sep 07
- Sect L Eval System Support Locations, 25 Oct 07
- Sect M Form Versions, 17 Sep 07
- Sect N Online SR Profile and Timeliness Report, 25 Oct 07
- Sect O Sr Ldr Rating Officials, 20 Dec 07
- Sect P Viewing Evals OMPF, 27 Nov 07
- Sect Q Eval Help for HR Managers (tbd)

Users can download Training Guides for local training on Electronic Evals

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 4 Apr 08

New Pubs - AR 623-3 & DA PAM 623-3


Army Regulation 623–3

Personnel Evaluation

Evaluation Reporting System

Headquarters
Department of the Army
Washington, DC
16 May 2006

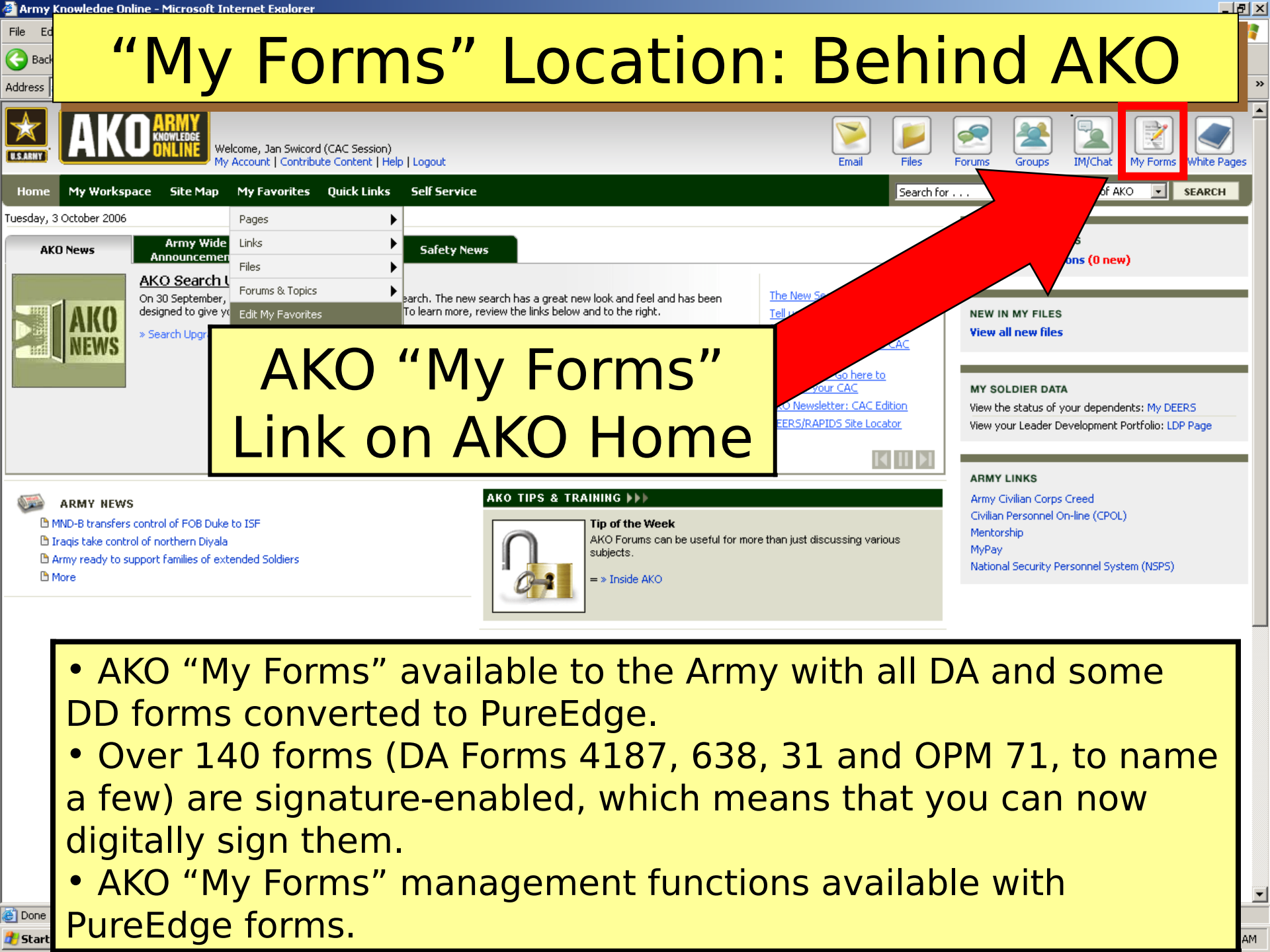
UNCLASSIFIED

Effective Dates

- **Pubs effective 10 Sep 06**
- **Revised Forms are dated MAR 06**

- Both pubs cover OER, NCOER, and AER Systems and revise all military evaluation forms.
- Users can find the revised military evaluation forms with digital signatures on both AKO “My Forms” and APD’s web site.
- Users may submit revised forms to HQDA using My Forms on AKO.

“My Forms” Location: Behind AKO



AKO “My Forms” Link on AKO Home

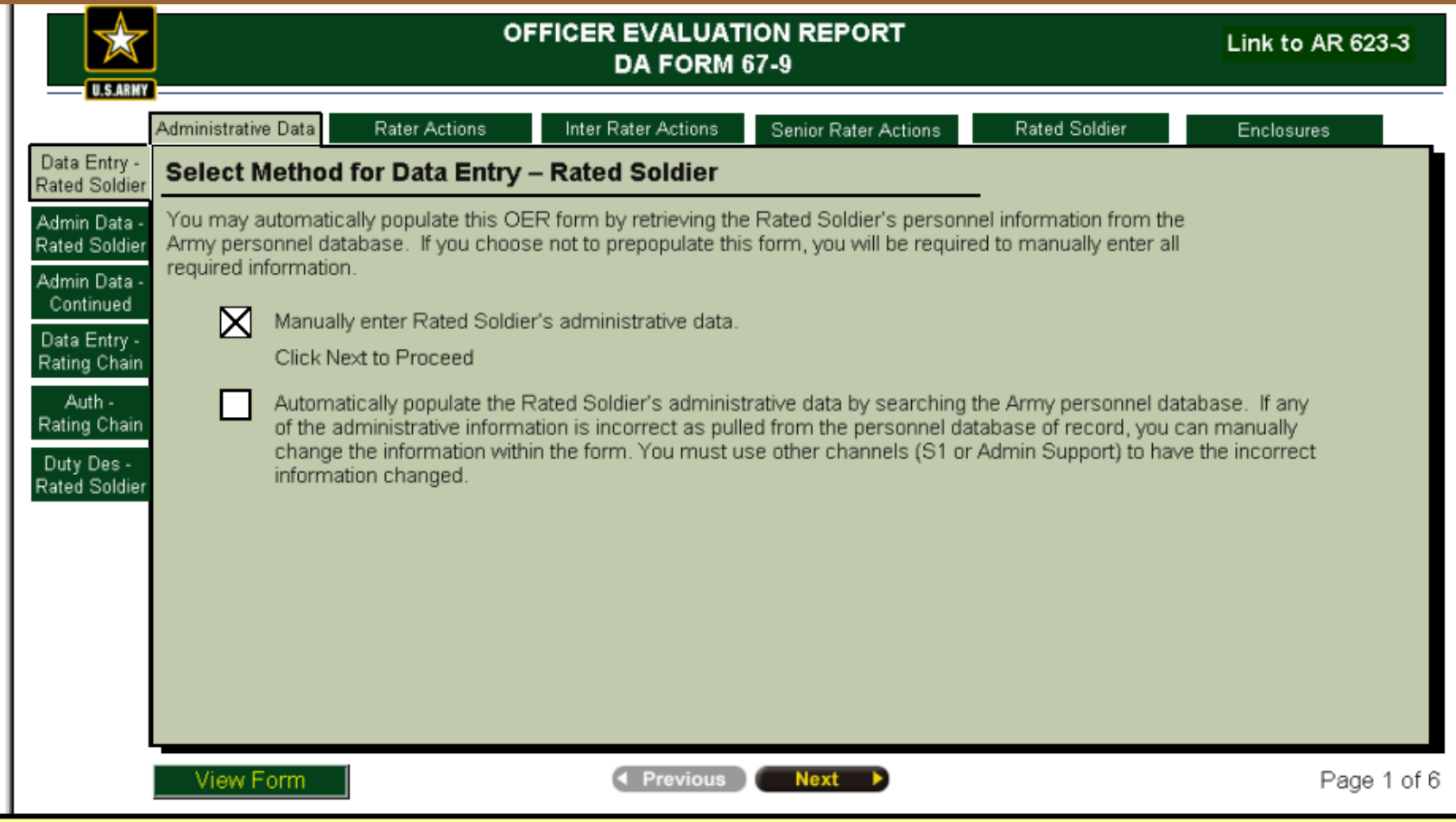
- AKO “My Forms” available to the Army with all DA and some DD forms converted to PureEdge.
- Over 140 forms (DA Forms 4187, 638, 31 and OPM 71, to name a few) are signature-enabled, which means that you can now digitally sign them.
- AKO “My Forms” management functions available with PureEdge forms.

AKO My Forms: FCMP

Welcome Chelsea ! | Log out
U.S. ARMY
Forms Content Management
U.S. ARMY
FCMP
Welcome
Inbox
Drafts
Favorites
Recycle Bin
Help
ATS Reports
Settings
Form Finder
Form Number:
Form Title:
Search
Search By Range
Non-PureEdge Forms
News
Welcome to APD's "My Forms" Portal (Version 1.0)
What is the "My Forms" Portal v1.0? The "My Forms" Portal is the Army Publishing Directorate's (APD) next-generation forms content management system. "My Forms" Portal v1.0 provides an Army enterprise forms system situated behind the Army Knowledge Online (AKO) to improve the management of thousands of
enterprise-wide licenses for new electronic forms software, PureEdge
ApproveIt Desktop.
What you will be able to do:
· Search for Departmental forms
· View forms within Internet Explorer
· Fill, edit, print, sign, and save forms
· Route forms to other AKO users
· Track the status of a routed form
· View a real-time, read-only copy of a routed form

This is what users see when they are in the AKO "My Forms" Portal.

Wizardized Forms


OFFICER EVALUATION REPORT
DA FORM 67-9
Link to AR 623-3
Administrative Data
Rater Actions
Inter Rater Actions
Senior Rater Actions
Rated Soldier
Enclosures
Data Entry - Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Select Method for Data Entry – Rated Soldier
You may automatically populate this OER form by retrieving the Rated Soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.
Manually enter Rated Soldier's administrative data.
Click Next to Proceed
Automatically populate the Rated Soldier's administrative data by searching the Army personnel database. If any of the administrative information is incorrect as pulled from the personnel database of record, you can manually change the information within the form. You must use other channels (S1 or Admin Support) to have the incorrect information changed.
View Form
Previous
Next
Page 1 of 6

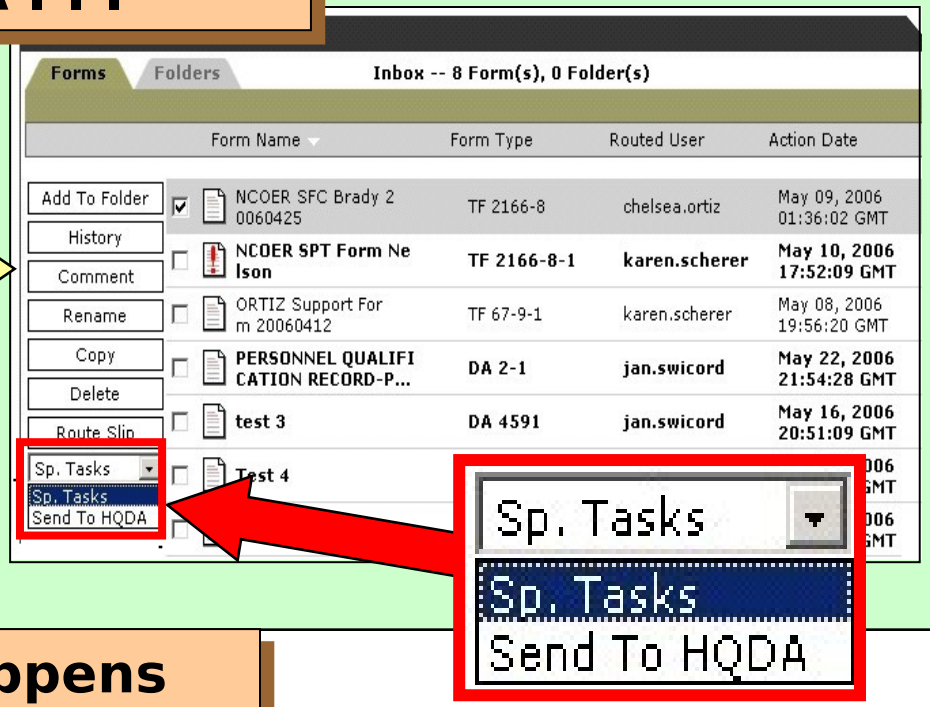
Full Wizard (Green) Forms Available to Users

- Wizard Forms include digital signature, auto-fill from ITAPDB, and embedded regulatory logic to guide rating officials.
- Forms allow users to transfer information from support forms to final evals.

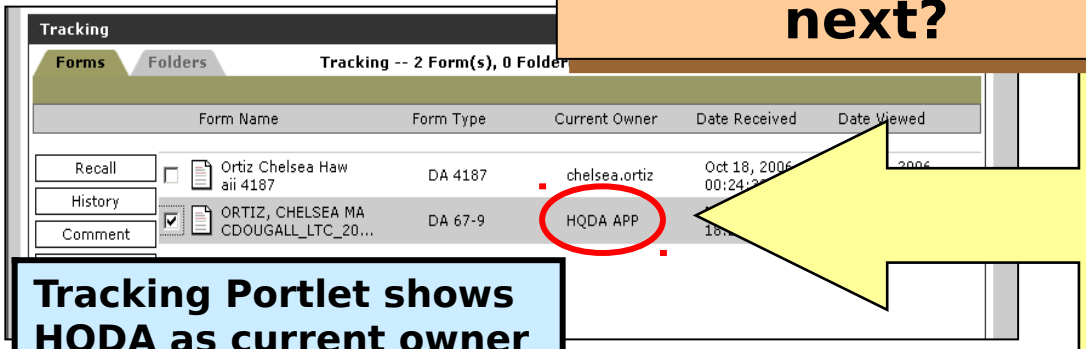
Electronic Submission Or "Send to HQDA"

Sending to HQDA . . .

- "Send to HQDA" function on AKO "My Forms" is available
- Users may electronically submit most digitally signed evaluations in the AKO "My Forms" Portal
- Submit all ARNG NCOERs directly to the State



What happens next?



Tracking Portlet shows HQDA as current owner

Evaluations sent electronically will appear in the Sender's Tracking Portlet in AKO "My Forms"

- **Upon submission to HQDA, the system renames the form to facilitate processing it to the rated Soldier's OMPF**

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESD(formerly_MSD)/msaweb.h
As of: 4 Apr 08

Points of Contact

Evaluation Systems Office:
Telephone: (703) 325-9660 (DSN: 221) (if someone is here this number always gets answered)
Email: tapcmse@conus.army.mil
Website:
https://www.hrc.army.mil/site/active/tagd/MSD/msdweb.htm

- OER SME: (703) 325-4144 (DSN: 221)
- NCOER SME: (703) 325-8009 (DSN: 221)
- AER SME: (703) 325-4110 (DSN: 221)

Army Publishing Directorate (APD):
FCMP Help Desk: (703) 428-0545
Email: APDFCMP@hqda.army.mil

Army Information Assurance CAC PKI Help Desk: for software questions / portal defect reporting
Toll free: (866) 738-3222
Local: (703) 769-4499
Email: iacacpki.helpdesk@us.army.mil